

**APPROVED**  
**Cedar Area Fire & Rescue Board**  
**Regular Meeting & Public Hearing**  
**Tuesday, August 24, 2021 at 7:00 pm**  
**Cedar Fire Department**

Call to Order

Chair Greg Julian called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, Rick Royston, John DePuy, Ron Schaub and Chris Comeaux. Andy Doornbos and Dana Boomer were present as staff.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. **Motion by Royston to approve the agenda as presented, second by Schaub. All in favor, motion carried.**

Minutes: Approval of July 15, 2021 General Meeting Minutes – The board briefly discussed. **Motion by Royston to approve the July 15, 2021 General Meeting Minutes as presented, second by Comeaux. All in favor, motion carried.**

Correspondence Received – None

Public Hearing – 2022/2023 Budget

Julian opened the public hearing on the budget at 7:06 pm. The board briefly discussed the proposed budget for 2022-23 and 2023-24. There was no public comment.

Julian closed the public hearing at 7:15 pm.

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for July. The beginning cash balance in the operating fund as of July 1 was \$66,973.36 and the ending cash balance as of July 31 was \$251,378.20. Income for the month was \$240,215.20. The vendors' payables were \$13,684.56. The July payrolls were \$19,425.46 on 7/7, \$21,495.24 on 7/21, and \$1,205.10 on 7/23.

The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

**Royston moved to accept the July vendors payable as presented, Schaub seconded. All in favor, motion carried.**

**DePuy moved to accept the July payrolls as presented, Schaub seconded. All in favor, motion carried.**

**Schaub moved to accept the July financial statements as presented, Royston seconded. All in favor, motion carried.**

Unfinished Business:

- a. Floor/Drain Work – Doornbos is working to get bids from commercial contractors for the complete project and permitting. No bids or estimates have been received; he has been having a hard time contacting contractors. He has spoken with Spence Brothers, and hopes to have a quote by the end of August.
- b. Union Negotiating Update – Julian and Royston reported that they have a draft version of the contract, and are working to set up another meeting with the union to work out the final issues for discussion.

**Royston moved, Comeaux seconded that the Board meet in closed session under Open Meetings Act section 8(c) “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.” Roll call vote: Julian (yes), Royston (yes), DePuy (yes), Comeaux (yes), Schaub (yes). All in favor, the board went into closed session at 7:30 pm.**

**The board returned to open session at 8:07 pm.**

The board and union briefly discussed dates for the next meeting to discuss the draft contract.

- c. 2022/23 Budget – There were no changes to the 2022/23 budget prior to the meeting. The board and staff briefly discussed. **DePuy moved that subsequent to the public hearing, the board approves the budget for 2022/2023 and 2023/2024, and passes the budget forward to the townships for approval. Royston seconded. All in favor, motion carried.** The budget will be forwarded to the townships along with a letter from Julian. The board requested that the township boards act upon and approve the budget prior to the end of the 2021 calendar year. The board discussed the fact that the budget will be over the amount allowed by the interlocal agreement for the second year. **Schaub moved to request that the townships approve by motion the increase to the budget over and**

**above amounts allowed by the interlocal agreement. Comeaux seconded. All in favor, motion carried.** Draft language for the motions to approve the budget and to approve the budget increase outside of what is allowed by the interlocal agreement will also be forwarded to the townships.

New Business:

- a. FYE 2021 Audit Review – The board and staff briefly discussed the draft audit. **Royston moved to approve the FYE 2021 Audit. DePuy seconded. All in favor, motion carried.**
- b. Bennett Bill Update & Funding – A draft timeline for the transition to ALS through the Bennett Bill was presented to the board (see attached). This timeline needs to be approved by the board for submission to the state. **DePuy moved, Royston seconded to approve the timeline for transition to ALS status. All in favor, motion carried.**  
The board and staff then discussed funding for ALS supplies. Jeff Friend had prepared a summary of costs associated with start-up ALS supplies, in the amount of \$7,237.30. As these expenses were not originally budgeted for, it is proposed that this money be moved from the contingency dollars in the operating fund budget for 2021/22. **DePuy moved to purchase ALS supplies in the amount of \$7,237.30, with funding for these moved from the contingency dollars in the operating fund. Comeaux seconded. All in favor, motion carried.**  
The staff is also proposing the purchase of a second cardiac monitor. A quote for a refurbished model from Bound Tree was received in the amount of \$23,317.26. A quote for a new model from Stryker was received in the amount of \$33,062.80. These funds would come out of the capital fund. The board discussed a refurbished model versus a new model, and the warranty on the refurbished model. **DePuy moved, Schaub seconded to purchase a refurbished cardiac monitor from Bound Tree in the amount of \$23,317.26, with the funds coming from the capital fund. All in favor, motion carried.**
- c. New Part Time Hires – Chief Doornbos has two new part-time hires, both of whom are paramedics. Emily Murphy is a paramedic who is interested in completing fire school next winter. Murphy is currently a paramedic with MMR. Jennifer Parker is a paramedic/FF, who is currently a flight nurse with AeroMed. Doornbos recommends to hire both Murphy and Parker as part-time employees. **DePuy moved, Comeaux seconded to approve Emily Murphy and Jennifer Parker as part-time employees. All in favor, motion carried.**
- d. Part-Time Payroll Proposal – A proposal was presented regarding wages, holiday pay and retirement for part-time personnel (see attached). The board requested the holiday pay be changed to specify that this will only be paid when part-time members cover for full-time members on a holiday, not if part-time members respond off-duty to calls on holidays. **Royston moved, second by DePuy to approve the proposal for part-time payroll changes, as amended. All in favor, motion carried.**
- e. Any New Business – None

Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report. 891 should be back in service later this week.
- b. Department Staff – None
- c. Chairman – None

Citizens Comments – None

Board Member & Chair Comments – DePuy will not be present at the September meeting.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, September 16, 2021 at 7 pm.

**With no further business, Schaub moved to adjourn the meeting at 8:54 pm, DePuy seconded. All in favor, motion carried.**

Respectfully submitted,

Dana Boomer  
Recording Secretary

Cedar Area Fire & Rescue (CAFR) respectfully requests to transition to Advanced Life Support (ALS) service through the Bennett Bill during the period from November 1, 2021 to July 1, 2023.

The proposed timeline for the transition is as follows:

### **Third quarter 2021 (July-September 2021)**

In mid-July 2021, CAFR took the step of hiring a full-time firefighter/paramedic. This employee will be leading the transition to ALS service. In late July 2021, two additional full-time firefighter/EMT employees began a paramedic class through Munson Medical Center's education program. These employees are expected to complete their training in fourth quarter 2022. In addition, during this period CAFR will also be seeking potential part-time paramedic and firefighter/paramedic employees to begin probationary periods. If current full-time employees leave the employment of CAFR during the transition period, the governing board of the department is committed to searching for and preferentially hiring experienced firefighter/paramedics to assist the transition to ALS service. During third quarter 2021, the governing board will continue work on a budget for the period covering April 1, 2022 through March 31, 2024 that would appropriately fund the transition to ALS status, with an initial public hearing scheduled in August 2021.

### **Fourth quarter 2021 (October-December 2021)**

CAFR proposes to begin ALS service under the Bennett Bill on November 1, 2021. Prior to this, CAFR will purchase needed ALS supplies and equipment. ALS service will initially be offered only when the full-time firefighter/paramedic hired in July 2021 is on-duty. CAFR will also focus on hiring and on-boarding multiple part-time paramedic and firefighter/paramedic employees. Part-time paramedics would be offered the ability to attend fire school, to allow them to be considered for hiring when additional full-time firefighter/paramedics are hired. By late third quarter 2021, CAFR would plan to offer additional ALS service when part-time paramedic-certified employees are on-duty. During the fourth quarter 2021, the governing board of CAFR will distribute the proposed transition budget to the four township boards for their approval by late 2021.

### **First quarter through third quarter 2022 (January-September 2022)**

In January through September 2022, CAFR would continue to search for part-time paramedic-certified employees, and to expand the ALS services offered by full-time and

part-time paramedic-certified employees. In second quarter 2022, CAFR will begin the approved transition budget, which will allow additional monies for training, supplies, and part-time employees.

#### **Fourth quarter 2022 (October-December 2022)**

CAFR expects both employees who began paramedic training in third quarter 2021 to complete their training in fourth quarter 2022. At this time, those employees would begin providing ALS services under the mentorship of existing full-time and part-time paramedics.

#### **First quarter 2023 (January-March 2023)**

In first quarter 2023, CAFR would conduct a search for three additional full-time firefighter/paramedic employees. These employees may be chosen from the existing part-time employees, or from outside the department.

#### **Second quarter 2023 (April-June 2023)**

During second quarter 2023, CAFR would complete the hiring and on-boarding of three additional full-time paramedic/firefighter employees. This would result in a full-time staff of six firefighter/paramedics and three firefighter/EMTs, allowing full-time staffing to consist of two firefighter/paramedics and one firefighter/EMT on duty at all times. The second year of the transition budget begins April 1, 2023, which allows the transition to 9 full-time employees, while still maintaining an additional level of part-time staffing.

#### **Third quarter 2023 (July-September 2023)**

CAFR proposes to complete the transition to full ALS service by July 1, 2023, at which point the Bennett Bill allowance would no longer be needed.

Thank you,

Andrew T. Doornbos  
Fire Chief

Part-Time Employee Changes Proposal  
8/24/2021

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**Proposed Wages:**

<b>Position (Part-Time)</b>	<b>Wage</b>
EMT Only or FF Only	\$15.00/hr
Paramedic Only	\$17.00/hr
FF/EMT	\$17.00/hr
FF/Paramedic	\$20.00/hr

**Proposed Holiday Pay:**

Part-Time members that work a full-time shift on a holiday recognized in the CBA will be compensated at a rate of one and a half times their normal pay rate.

**Retirement Proposal:**

Part-Time employees be allowed to enroll in our department retirement program at no additional cost to the department.